

City of Lenoir

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: Hospital Avenue Sidewalks

ISSUE DATE: March 13, 2017

SUBMITTAL DEADLINE: March 27, 2017

ISSUING AGENCY: City of Lenoir

SYNOPSIS

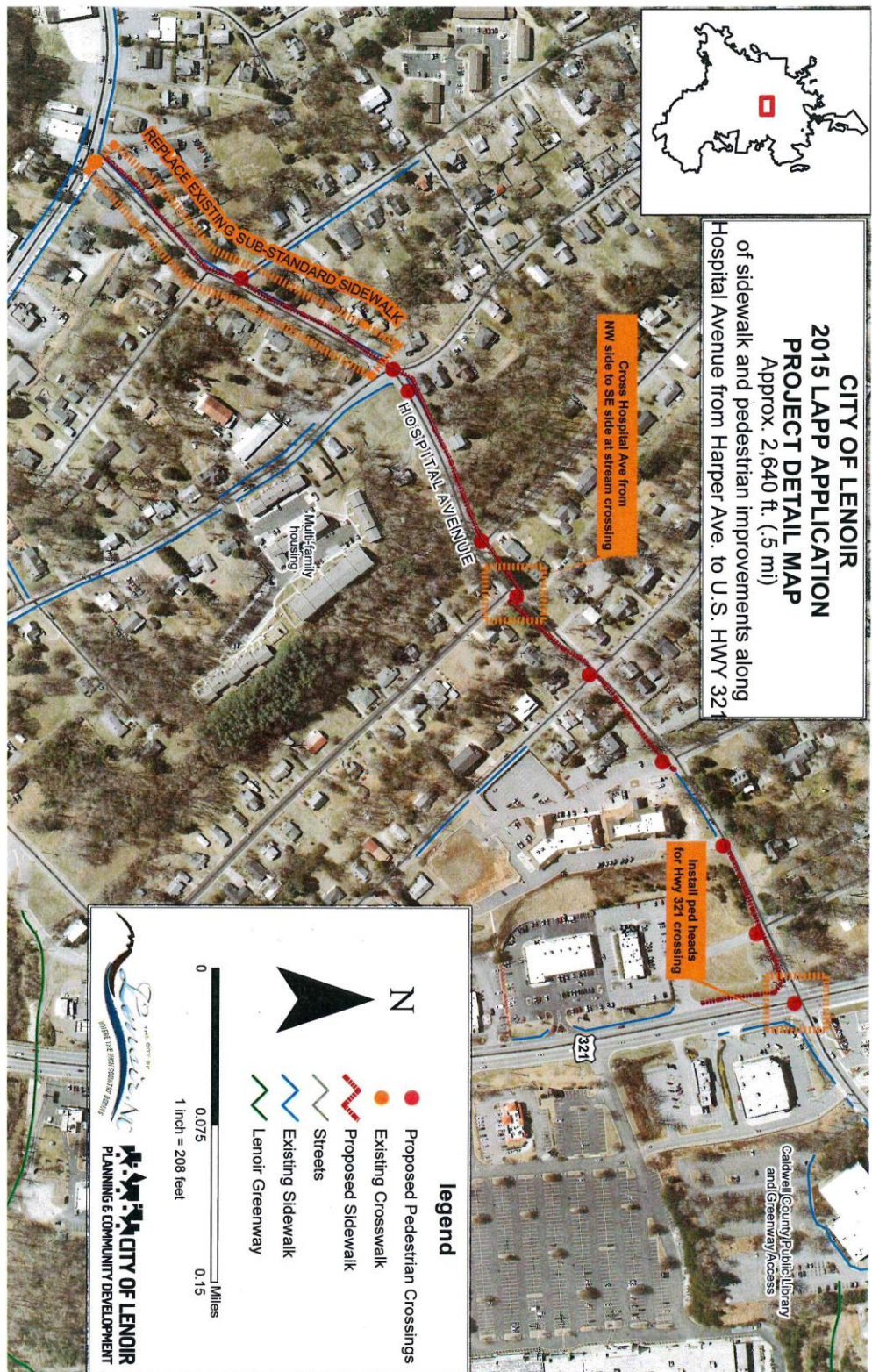
SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (Department). The solicitation, selection and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines. The primary and/or subconsultant firm(s) shall be pre-qualified to perform all or any combination of the work codes listed below for the City of Lenoir. Work Codes required are:

- 269 Urban Roadway Design
- 199 Surveys
- 433 Tier 1 Basic Hydrologic and Hydraulic Design
- 296 Retaining Wall Investigation & Design
- 155 Pavement Marking Plans
- 32 Categorical Exclusions
- 192 Right of Way Appraisals
- 194 Right of Way Negotiators
- 247 Traffic Control Plans
- 270 Utility Coordination

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOLs) from qualified firms to provide professional consulting services to prepare environmental documents, finalize PS&E package, acquire necessary permits, and bidding documentation.

The purpose of the sidewalk project is to provide a safe route along Hospital Avenue from Harper Avenue to US Hwy 321. The project will provide a connector into Downtown and to the City Greenway system. As a connector this is a heavily traveled street with hilly terrain and numerous intersections and driveway connections. Hospital Avenue is predominantly Residential with some Office, Institutional, and Commercial uses.









Electronic LOIs should be submitted in .pdf format using Adobe software.

LOIs SHALL be received electronically via email, mail, or hand-delivered no later than 4:00 pm on March 27, 2017.

The address for electronic deliveries is: ckbeck@ci.lenoir.nc.us

The address for mailings is:

Charles K Beck
City of Lenoir
PO Box 958
Lenoir NC 28645

The address for hand-delivery is:

Charles K Beck
City of Lenoir
510-B Greer Circle
Lenoir NC 28645

LOIs received after this deadline will not be considered.

Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

This sidewalk project is located along Hospital Avenue in Lenoir, between Harper Avenue and Blowing Rock Blvd (US Hwy 321). Approximately 950 feet of substandard sidewalk will be replaced and approximately 1,560 new feet of sidewalk will be constructed. Due to a constrained corridor, the sidewalk will be 5 feet wide and located at the back of curb. New curb and gutter will be installed to DOT standards. Some grading and the installation of new retention walls will be required in some areas due to the topography. Utility relocation will also be required. Additional right-of-way acquisition is also required.

PROPOSED CONTRACT TIME: Preliminary Engineering for this project will include preparation of environmental documents, finalization of the PS&E package*, acquisition of necessary right-of-way, acquisition of necessary permits, and bidding documentation. It is anticipated that the design services contract including these efforts will be awarded at the Council meeting on April 18, 2017 and notice to proceed will be issued on April 25, 2017. Solicitation for the construction administration engineering services for this construction project will be advertised separately. The goal is to have bids related to this project be awarded in time to have construction completed by Summer of 2018.

*Note: Plans, Specifications & Cost Estimate

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

SUBMITTAL REQUIREMENTS

All LOIs are limited to ten (10) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than ten (10) pages WILL NOT BE CONSIDERED.

Four (4) total copies of the LOI should be submitted.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. NO exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The City of Lenoir will review all qualifying LOI submittals.
- The City of Lenoir may shortlist a number of firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews will be communicated as soon as practical.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state, or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Electronic Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed. Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) – Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your LOI. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) – Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the City of Lenoir will take into consideration qualification information including such factors as:

1. Technical Approach/Understanding of Program (30 points)
2. Work Management Plan/Experience of Proposed Personnel (30 points)
3. Prior Related Consulting Experience of the Firm (25 points)
4. Prior Related Experience with the City of Lenoir and NCDOT review (15 points)

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to Charles Beck, Director of Public Works and must include the name, address, telephone number, and email address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 – Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's ('') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 – Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 – Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project/Plan. A Capacity Chart/Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 – Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

The City of Lenoir desires to have the design and bidding for construction of this project completed such that construction activities can be completed . In order to complete this project on this time table, it is desired that the design engineering and related efforts be completed by August 1, 2017.

APPENDICES – CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant Firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant Firms** to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Prime Consultant Form RS-2

Subconsultant Form RS-2

All submissions, correspondence, and questions concerning this RFLOI should be directed to Charles Beck via email at ckbeck@ci.lenoir.nc.us or by phone at (828) 757-2183.

Questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than March 20, 2017. The last addendum will be issued no later than March 20, 2017.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – March 13, 2017

Deadline for Questions – March 20, 2017

Issue Final Addendum – March 20, 2017

Deadline for LOI Submission – March 27, 2017

Discussion with Selected Firms Regarding Costs of Services – March 28, 2017 – March 31, 2017

Anticipated Notice to Proceed – April 25, 2017